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# **Books Received**

Consistency in Cognitive Social Behavior: An Introduction to Social Psychology. C. J. Mower White. Routledge & Kegan Paul, Boston, 1982, 201 pp.

Handbook of Behavior Modification with the Mentally Retarded. Johny L. Mat-

son and John R. McCartney, eds. Plenum Press, New York, 1981, 414 pp.

Managing Behavior on the Job. Paul L. Brown, Ph.D. John Wiley & Sons, Inc., New York, 1982, 190 pp.

On the Development of Developmental Psychology. D. Kuhn and J. A. Meacham, eds. S. Karger, New York, 1983, 160 pp.

Organizational Behavior Management. Lee W. Frederiksen, ed. John Wiley & Fons, Inc. Now York, 1982, 604 pp.

Sons, Inc. New York, 1982, 604 pp.

Pedagogue's Progress. Fred S. Keller. TRI Publications, Lawrence, Kansas, 1982,

99 pp.

The Personalized System of Instruction: 48 Seminal Papers. J. Gilmour Sherman, Robert S. Ruskin, George B. Semb. TRI Publications, Lawrence, Kansas, 1982, 352 pp.

The Play of Children: Current Theory and Research. D. J. Pepler, & K. H. Rubin,

eds. S. Karger, New York, 1982, 158 pp.

The Practice of Behavior Theory (3rd edition). Joseph Wolpe, M. D. Pergamon

Press, New York, 1982, 350 pp.

Prediction of Violence: Attitudes as Projected in Sentence Completion. Richard L. Jenkins, M.D., and Eve Blodgett Gowdy, B.S. Charles C. Thomas, Springfield, IL, 1981, 149 pp.

The PSI Handbook. Fred S. Keller & J. Gilmour Sherman. TRI Publications,

Lawrence, Kansas, 1982, 79 pp.

The Psychotic Personality. Leon J. Saul, M.D., and Silas L. Warner, M.D. Van Nostrand Reinhold Co., Inc., New York, 1982, 306 pp.

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- 1. Use the active voice in preference to passive voice. The active is usually shorter, more lively to read, and it more clearly specifies the agent of action.
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- 3. Back up assertions. Statements such as "there is a growing trend . . ." leave a reader asking "why do you say that?" Document with examples or data.
- 4. Avoid overuse of the weak verbs "to be" or "to have" as the main verb of a sentence. By circling each main verb in each sentence of an early draft of a manuscript you can see how many are weak verbs. By replacing weak verbs with more active ones, you can improve dramatically the clarity and force of an argument.
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